

The Bellbird Primary **School**



Guidance for Sports Fixtures/ Festivals played away from The Bellbird

March 2021

(To be reviewed April 2024)

1. Letters need to go out to parents ideally a week before the events to give parents notice.
2. On receipt of the replies, the class teacher or PE leader needs to organise transport.
3. If the event is during the school day, the Headteachers are responsibility for the children. If the event is at a weekend or after school, then the children are the responsibility of their parents.
4. During the school day, the school will research transport – public transport, coach, taxi, sharing transport with other schools, taking by car.
5. School will pay the costs from Sports Premium Funding.
6. The correct ratio of adults to children will be followed as well as risk assessments.
7. In the event of cars being used for transport, this would ideally be staff cars. There will be 2 members of staff in each car with the correct booster seats / seatbelts etc. Staff cars will be used if staff have the correct insurance cover.
8. If parents' cars need to be used, guidance in Appendix A and B must be followed.
9. For all events, both during the school, day and after, the children will be brought back to school and collected by parents or walk home if we have parent's written instructions that this is to happen.
10. At an event, even if parents are coming to watch, the children are still the responsibility of the class teacher. The children who are not playing will stand or play near the additional member of staff who attends the match.
11. Events at weekends or after school, may have parents transporting their own children or others if they have made an arrangement with the other parent but school must know who is travelling in which car.